

West Hill Parish Council

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To Members of West Hill Parish Council

30th April 2024

You are duly summoned to attend the next meeting of West Hill Parish Council (WHPC) to be held at 7.30pm on **Tuesday 7th May 2024**.

Information for members of the public

1. Parish Council meetings are open to the public. Every agenda includes an item for public participation giving members of the public the opportunity to speak.
2. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing to the Clerk by **12 noon Thursday 2nd May 2024**.
3. Agendas and minutes of meeting are available on the Council's website.

Anne Oliver, Clerk to the Council

AGENDA – ANNUAL & ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
24/128	Welcome and Chairman's announcements
24/129	To elect the Chairman of the Parish Council: To receive nominations and to carry out a vote accordingly.
24/130	Declaration of Acceptance of Office: Once elected the Chairman will sign the Declaration of Acceptance of Office.
24/131	To elect the Vice-Chairman of the Parish Council: to receive nominations and to carry out a vote accordingly.
24/132	Declaration of Acceptance of Office: Once elected the Vice-Chairman will sign the Declaration of Acceptance
24/133	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
24/134	To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.
24/135	Public question time (3 minutes): To allow members of the public present to give their question/comments to the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself. <i>(Contributions are limited to 3 minutes)</i>
24/136	District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting)

24/137	Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.
24/138	Minutes: To receive the Minutes of the Parish Council meeting of 2nd April 2024 (Minute 24/105 - 24/127) and to approve the signing of the Minutes by the Chairman as a true record.
24/139	To receive an update on Councillor vacancies .
24/140	To consider the 2024-25 WHPC Plan and to approve (a) Working / Task + Finish Groups and their membership and (b) their Terms of Reference (if available): <ul style="list-style-type: none"> a. Finance b. HR + Policy c. Strategic Planning d. VH Pedestrian Path e. Playpark f. Road Safety g. Emergency Plan h. Communications i. Infrastructure j. Remembrance Service
24/141	To review and adopt (if appropriate) WHPC Standing Orders
24/142	To review and adopt (if appropriate) WHPC Financial Regulations
24/143	To review and adopt if considered appropriate, the WHPC Code of Conduct : Each Councillor must undertake to abide by the Councils code of conduct.
24/144	To consider and adopt, if appropriate, amended/new policies : <ul style="list-style-type: none"> 1. Complaints Policy (Amended) 2. Vexatious, Unreasonable and Unreasonably Persistent Requests Policy (New)
24/145	To review and accept (if appropriate) Members Allowances Policy : To consider the current policy for Chairman's and Member Allowances and whether it should be continued.
24/146	To review and adopt (if appropriate) all other Council's Policies and Protocols .
24/147	To consider and accept (if appropriate) the WHPC Review of Internal Financial Controls .
24/148	To consider and review the inventory of WHPC assets and equipment (Asset register) .
24/149	To review and approve, if appropriate, the Councils Risk Assessment .
24/150	To consider and approve (if appropriate) Councillor's training requirements.
24/151	To consider membership of outside bodies and committees and arrangements for reporting back: <ul style="list-style-type: none"> • Airport Consultative Committee • Leisure East Devon Forum • Ottery St Mary Health Matters Group • East Devon Community Safety Group • OPCC Councillor Advocate Scheme
24/152	To review subscriptions/memberships to other bodies: <ul style="list-style-type: none"> 1. DALC/NALC 2. SLCC 3. ICO 4. Devon Communities Together 5. Breakthrough Communications 6. Parish Online 7. Scribe Accounts Software 8. Zoom remote meetings
24/153	To consent to receive electronic Agenda & Summons .
24/154	To determine

	<p>a. the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.</p> <p>b. the time and place of monthly informal Cllr workshops, if considered appropriate.</p>
24/155	<p>Planning Applications received:</p> <p>1. No applications received.</p> <p>2. To confirm responses submitted under Delegated Powers:</p> <p>23/1973/FUL The Croft Bendarroch Road West Hill Devon EX11 1UW - Not supported 24/0352/FUL Lindridge Elsdon Lane West Hill Devon EX11 1UB - Not supported 23/0048/TPO Land at Belbury Close, School Lane, West Hill, Ottery St Mary - Not supported</p>
24/156	<p>Planning Appeal: To consider a response to APP/U1105/W/24/3338889 Land Adjacent Elsdon House Elsdon Lane West Hill (Permission in principle for the demolition of an existing greenhouse and the construction of two dwellings)</p>
24/157	<p>Planning decisions received for information (* denotes WHPC differed)</p> <p>24/0404/FUL Lower Church Mead Toadpit Lane EX11 1TR Approved Replacement of front porch, and replacement of hanging tiles with external cladding.</p> <p>24/0131/TRE Wyndhams Higher Broad Oak EX11 1XF Approved T2, T3 Beech: crown reduce both trees by up to 3ms</p>
24/158	<p>Strategic Planning Working Group: Planning Matters: To receive a verbal report on the EDDC Strategic Planning Committee held on 30th April 2024: Public Consultation (May/June 2024), Green Wedges</p>

WHPC Groups + Initiatives

24/159	<p>Finance Working Group: To receive reports and recommendations:</p> <p>a. To receive the bank reconciliation for the year to 31st March 2024.</p> <p>b. To receive a Financial Report for 2023-24.</p> <p>c. To approve WHPC's CIL statement for year ending 31st Mar 2024.</p> <p>d. To approve the 2022-23 Financial Reserves Policy and allocation of reserves held at 31st March 2024.</p> <p>e. To approve the Financial Statement for year ending 31st Mar 2024.</p> <p>f. To approve the WHPC Asset Register at 31st March 2024</p> <p>g. To review and approve amendments to the Council's bank mandate.</p> <p>h. To review and approve (if appropriate) a schedule of regular payments</p>
24/160	<p>Finance Working Group: To confirm arrangements for insurance cover in respect of all insured risks.</p>
24/161	<p>Playpark Working Group: To consider and approve arrangements for playpark and bus shelter inspections.</p>
24/162	<p>Village Hall Pedestrian Path Working Group: To receive a Working Group paper and consider recommendations and to approve costs, if appropriate.</p>
24/163	<p>Emergency Plan Working Group: To confirm arrangements for an Community Emergency Plan Workshop 2pm Tuesday 14th May at RBL Clubhouse and to set a budget of up to £50.00 for room hire, publicity and refreshments.</p>
24/164	<p>Remembrance Service Working Group: To consider arrangements for West Hill events on 6th June 2024 to commemorate D-Day 80 as per the national programme, including:</p> <p>a. WHPC to take responsibility for a public memorial service at 11.00am at the War Memorial.</p>

	<p>b. To submit an application for a road closure for the event (School Lane+ slip road) and to write to households in the vicinity</p> <p>c. To set a budget of £200 for the road closure.</p>
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Other Matters

24/165	<p>To consider Grant Applications:</p> <p>a. West Hill PTFA request for £450 funding towards the cost of the Summer Fayre.</p> <p>b. West Hill RBL request for £400 towards the costs of events to commemorate and celebrate the 80th Anniversary of D Day on June 6th and June 8th.</p>
24/166	To consider arrangements for WHPC representation at the West Hill PTFA Summer Fayre 29 TH June 2024 12.00-4.00pm.
24/167	To confirm arrangements for establishing a monthly plan for the Clerk's Mobile Phone.
24/168	To receive a report from the Parish Clerk.
24/169	To review WHPC's Action Tracker .
24/170	<p>Financial matters:</p> <ol style="list-style-type: none"> 1. To consider and approve, if appropriate, the Schedule of Payments. 2. To consider and approve, if appropriate, any additional payments presented to the meeting. 3. To approve the transfer of funds between WHPC current/deposit accounts. 4. To receive, if available, monthly Bank Reconciliations and finance trackers.
24/171	<p>Councillor questions, reports and items for future agenda</p> <p>Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i></p>
24/172	Next meeting: To confirm arrangements for upcoming WHPC meeting on Tuesday 4th June 2024 7.30pm at the Village Hall.

Part B - Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.

Signed: *Anne Oliver*, Clerk to the Council, 30th April 2024